



Park Shelter Request Form

Shakopee Parks and Recreation

1255 Fuller Street, Shakopee, MN 55379

Phone# (952) 233-9500 Fax# (952) 233-3831

www.ShakopeeMN.gov or parks@ShakopeeMN.gov

OFFICE USE ONLY

Date/ Time Rec'd _____ Staff _____

Date Processed _____ Staff _____

Permit or Booking # _____

Contact Information

Name: _____ Birthdate: _____ Email: _____

Organization: _____ Tax Exempt: Yes (Submit ST3) No Tax ID# _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Alternate Phone: _____

Reservation Information

Event Date: _____ Day of Week: _____ Description: _____

Include set up/clean up time. Start Time: _____ End Time: _____ Approximate #Attending: _____

Open Air Park Shelters (No Deposit) _____ Memorial -Shelter #1 (no Electric) _____ Memorial -Shelter #2

\$75.00(Rental) + 5.53(Tax) = \$80.53 _____ Lions -Shelter #1 _____ Lions -Shelter #2

Enclosed Park Shelters _____ Green Meadows _____ Riverside Fields _____ Westminster

\$95.00(Rental)+\$7.01(Tax)=\$102.01 _____ Hiawatha _____ Scenic Heights

_____ Holmes _____ Southbridge Community

Full payment and \$100 refundable damage deposit due at the time of reservation for enclosed shelters or equipment rental.

Damage deposits will be returned after rentals: Within 21 working days (cash/check) or 7 days (credit).

Special Use Permit and/or Insurance Requirements (Initials Required)

A Special Event Permit and/or additional insurance may be required if you are planning an event with ANY of the following:

☐ Yes ☐ No Jump House/Dunk Tank ☐ Yes ☐ No Entertainment ☐ Yes ☐ No *Alcohol or food sales

☐ Yes ☐ No Amplified Music ☐ Yes ☐ No *Charging entry fee ☐ Yes ☐ No Use of tents/shelters

☐ *Other (Car Show, Pets Show, Community 5K, etc.) Please specify: _____

Initials Required

_____ My event will not include any of the activities listed above.

_____ Nails, staples, tacks, tape, hot glue, etc. is not allowed on walls, ceilings, windows & doors.

_____ I would like to apply for a Special Use Permit. Please contact Barb Potthier-952-233-9505 or parks@ShakopeeMn.gov

_____ I will provide the appropriate insurance 7 days prior to my event naming the "City of Shakopee" as an additional insured.

_____ *Special Permit Request – May be subject to a Fee. Failure to obtain a SUP could result in forfeiture of deposit.

Equipment Request

Free with Rental + Deposit (without Rental \$15 + Deposit - includes tax)

_____ Volleyball _____ Horseshoes _____ Lions Park Only _____ Frisbee Golf _____ Shuffleboard

Agreement – Signature Required

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental listed above.

With my signature, I verify I have read and understand the rules and regulation for facility/park use.

DATE: _____ SIGNATURE: _____

Payment Information

Rental Fee \$ _____ (Includes Tax) + Deposit Fee (if applicable) \$ 100 = Total Fee \$ _____

Cash \$ _____ Check \$ _____ # _____ CC Visa \$ _____ MasterCard \$ _____ Approval _____

Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____ 3 Digit Security Code _____